

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

January 9, 2013

SUBJECT: INVESTIGATION BY FIELD UNITS - REVISED; INVESTIGATIVE REPORT, FORM 03.01.00 - REVISED; GENERAL REPORTING INSTRUCTIONS FIELD NOTEBOOK DIVIDER, FORM 18.30.00 - REVISED; INVESTIGATIVE REPORT FIELD NOTEBOOK DIVIDER, FORM 18.30.01 - REVISED.

PURPOSE: Investigations by field units must include the documentation of the canvassing efforts and results under the "Canvassing" heading in the narrative of the Investigative Report (IR). This Order revises Department Manual Section 4/203.20, *Investigation by Field Units*, the Investigative Report (IR), the General Reporting Instructions Field Notebook Divider, and the Investigative Report Field Notebook Divider. With the functional transfer of the Office of Public Safety (OPS), Department of General Services, into the Los Angeles Police Department, a box for Security Services Division has been added to the extra copies margin on the IR for distribution, so that they receive a copy of reports taken at locations previously handled by OPS.

PROCEDURE:

- I. **DEPARTMENT MANUAL SECTION 4/203.20, INVESTIGATION BY FIELD UNITS - REVISED.** Department Manual Section 4/203.20, *Investigation by Field Units*, has been revised to include canvassing of the area. Attached is the revised Manual Section with revisions indicated in italics.
- II. **INVESTIGATIVE REPORT, FORM 03.01.00 - REVISED.** The Investigative Report, Form 03.01.00, has been revised as follows:
 - * Canvassing has been added as a required heading in the narrative; and,
 - * A check box for Security Services Division (SECSD) has been added in the extra copies margin. This check box is used if the location of occurrence is the City Hall complex, other City facilities and other various stakeholder locations that include the libraries, parks, Zoo, Convention Center, and Bureau of Sanitation Wastewater Treatment Plants.

The use, completion, and distribution of these forms remain unchanged.

III. GENERAL REPORTING INSTRUCTIONS FIELD NOTEBOOK DIVIDER, FORM 18.30.00 - REVISED. Canvassing has been added as a narrative heading on page two of the General Report Instructions Field Notebook Divider, Form 18.30.00.

IV. INVESTIGATIVE REPORT FIELD NOTEBOOK DIVIDER, FORM 18.30.01 - REVISED. The Investigative Report Field Notebook Divider, Form 18.30.01, has been revised. The significant revisions are as follows:

- * City Facility has been added to the section under the heading Premises located on page four; and,
- * Security Services Division have been added under the heading Extra Copy To located on page five.

FORM AVAILABILITY: The revised Investigative Report, Form 03.01.00, General Reporting Instructions Field Notebook Divider, Form 18.30.00, and Investigative Report Field Notebook Divider, Form 18.30.01, are attached for immediate use and are accessible in LAPD Forms, on the Department's Local Area Network (LAN). All other versions of these forms may be used until the next printing of the form by the Department General Services Division.

AMENDMENTS: This Order amends Section 4/203.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 1, 2013

203.20 INVESTIGATION BY FIELD UNITS. Field units assigned to calls or discovering incidents requiring reports, except as prescribed in Manual Section 4/203.30, are responsible for the preliminary investigation and the preparation of all necessary reports. *The preliminary investigation must include, whenever applicable, canvassing the area for additional witnesses. Additionally, the canvassing efforts and results must be documented under the "Canvassing" heading in the narrative of the report.* In those instances where concerned investigating officers or specialized units respond to the scene and desire to conduct the preliminary investigation, they *will* notify the assigned unit that they are taking over at that time and will prepare all necessary reports. The unit thus relieved *will* then:

- Give the investigative unit all pertinent evidence or information in their possession;
- Assist the investigating officers where necessary or requested;
- Assist in the preparation of the reports when necessary to maintain continuity of evidence, or, when requested by the investigating officers, to assure complete and accurate reporting;
- Make appropriate entries on the Daily Field Activities Report, Form 15.52.00, as to the disposition of the call and the identity of the investigative unit relieving them; and,
- Return to their prior assignment when no further assistance is required by the investigative unit.

Note: If the area has not been canvassed and concerned investigating officers or specialized units respond to the scene and take responsibility for conducting the preliminary investigation, then they will be responsible for canvassing the area.

Note: Dead-body calls (except traffic) *must* be handled as prescribed in Manual Sections 4/238.40 and 4/238.83. Abortion investigation-calls *must* be handled as prescribed in Manual Section 4/212.12.

**Los Angeles Police Department
INVESTIGATIVE REPORT**

COMBINED EVID. REPORT
MULTIPLE DR'S ON THIS REPORT

Page _____ of 03.01.00 (01/13)

SECURITY SERVICES DIV <input type="checkbox"/> CITSOB MAJOR CRIMES <input type="checkbox"/> SHOTS FIRED <input type="checkbox"/> USE OF FORCE <input type="checkbox"/> NARCOTICS STOLEN - GND <input type="checkbox"/> GND/GIT <input type="checkbox"/> FIREARM STOLEN/LOST - DSVD & R&I CRIME PROPERTY TT SUPVR <input type="checkbox"/> CHILD ABUSE JUVENILE DIV <input type="checkbox"/> EXTRA COPIES	CASE SCREENING FACTOR(S)		REPORT OF:		INVEST DIV. INC #	DR #					
	<input type="checkbox"/> SUSPECT/VEHICLE NOT SEEN <input type="checkbox"/> PRINTS OR OTHER EVIDENCE NOT PRESENT <input type="checkbox"/> MO NOT DISTINCT <input type="checkbox"/> PROPERTY LOSS LESS THAN \$5,000 <input type="checkbox"/> NO SERIOUS INJURY TO VICTIM <input type="checkbox"/> ONLY ONE VICTIM INVOLVED		VICTIM	LAST NAME, FIRST, MIDDLE (OR NAME OF BUSINESS)		SEX	DESC	HT	WT	AGE	DOB
				ADDRESS R -				ZIP	PHONE		X
			B -								
			E-MAIL ADDRESS				CELL PHONE				
	PREMISES (SPECIFIC TYPE) <input type="checkbox"/> ATM		DR. LIC. NO. (IF NONE, OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN		OCCUPATION				
	ENTRY 459/BFV POINT OF ENTRY		POINT OF EXIT		LOCATION OF OCCURRENCE		SAME AS VS <input type="checkbox"/> RES. <input type="checkbox"/> BUS.	R.D.	PRINTS BY PREL. INV. ATTEMPT <input type="checkbox"/> Y <input type="checkbox"/> N OBTAINED <input type="checkbox"/> Y <input type="checkbox"/> N		
	<input type="checkbox"/> FRONT <input type="checkbox"/> REAR <input type="checkbox"/> SIDE <input type="checkbox"/> ROOF <input type="checkbox"/> FLOOR <input type="checkbox"/> OTHER		METHOD		DATE & TIME OF OCCURRENCE				DATE & TIME REPORTED TO PD		
			INSTRUMENT/TOOL USED		TYPE PROPERTY STOLEN/LOST/DAMAGED <input type="checkbox"/> 03.04.00 GIVEN		STOLEN/LOST <input type="checkbox"/> \$	RECOVERED <input type="checkbox"/> \$	EST. DAMAGED ARSON / VAND. <input type="checkbox"/> \$		
	VICT'S VEH. (IF INVOLVED) YEAR, MAKE, TYPE, COLOR, LIC. NO.		NOTIFICATIONS (PERSON & DIVISION)		CONNECTED REPORT(S) (TYPE & DR#)						
MO IF LONG FORM, LIST UNIQUE ACTIONS. IF SHORT FORM, DESCRIBE SUSPECTS ACTIONS IN BRIEF PHRASES, INCLUDING WEAPON USED. DO NOT REPEAT ABOVE INFO BUT CLARIFY REPORT AS NECESSARY. IF ANY OF THE MISSING ITEMS ARE POTENTIALLY IDENTIFIABLE, ITEMIZE AND DESCRIBE ALL ITEMS MISSING IN THIS INCIDENT IN THE NARRATIVE.											
MANDATORY MARSHY'S RIGHTS CARD PROVIDED TO THE VICTIM <input type="checkbox"/> HATE CRIME/INCIDENT <input type="checkbox"/> DOMESTIC VIOLENCE <input type="checkbox"/>											
REPORTING EMPLOYEE(S)		INITIALS, LAST NAME		SERIAL NO.	DIV/DETAIL	PERSON REPORTING	SIGNATURE	OR RECEIVED BY PHONE <input type="checkbox"/>			
						NOTE: IF SHORT FORM AND VICTIM/PR ARE NOT THE SAME, ENTER PR INFORMATION IN INVOLVED PERSONS SECTION					
<i>Complete below sections if any CASE SCREENING FACTOR(S) boxes are not checked.</i>											
SUSP'S VEHICLE		YEAR	MAKE	MODEL	TYPE	Interior COLOR:	Exterior <input type="checkbox"/> 1 CUSTOM WHEELS <input type="checkbox"/> 2 PAINTED INSCRIPT <input type="checkbox"/> 3 LEVEL ALTERED <input type="checkbox"/> 4 RUST/PRIMER <input type="checkbox"/> 5 CUSTOM PAINT <input type="checkbox"/> 6 VINYL TOP	Body <input type="checkbox"/> 1 DAMAGE <input type="checkbox"/> 5 RIGHT <input type="checkbox"/> 2 MODIFIED <input type="checkbox"/> 6 FRONT <input type="checkbox"/> 3 STICKER <input type="checkbox"/> 7 REAR <input type="checkbox"/> 4 LEFT	Windows <input type="checkbox"/> 1 DAMAGE <input type="checkbox"/> 5 RIGHT <input type="checkbox"/> 2 CUST. <input type="checkbox"/> 6 FRONT <input type="checkbox"/> 3 CURTAINS <input type="checkbox"/> 7 REAR <input type="checkbox"/> 4 LEFT		
COLOR(S)		VEH. LIC. NO.	STATE	<input type="checkbox"/> 1 BUCKET SEATS <input type="checkbox"/> 2 DAMAGED INSIDE	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN, NAME, BKG. NO., CHARGE, IF ARRESTED.				
SEX DESC HAIR EYES HEIGHT WEIGHT AGE CLOTHING		NAME, ADDRESS, DOB, IF KNOWN, NAME, BKG. NO., CHARGE, IF ARRESTED.									
S-1 PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATTOOS, ETC.)		Weapon (VERBAL THREATS, BODILY FORCE, SIMULATED GUN, ETC. IF KNIFE OR GUN, DESCRIBE FULLY.)									
S-2 PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATTOOS, ETC.)		Weapon (VERBAL THREATS, BODILY FORCE, SIMULATED GUN, ETC. IF KNIFE OR GUN, DESCRIBE FULLY.)									
INVOLVED PERSON(S) W - WITNESS; R - PERSON RPTG.; S - PERSON SECURING(459); D - PERSON DISCOVERING(459); P - PARENT; CP - CONTACT PERSON (DOMESTIC VIOLENCE)											
NAME		SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE			
R -											
DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN		B -							
				E-MAIL ADDRESS			CELL PHONE				
NAME		SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE			
R -											
DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN		B -							
				E-MAIL ADDRESS			CELL PHONE				
NAME		SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE			
R -											
DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN		B -							
				E-MAIL ADDRESS			CELL PHONE				
COMBINED EVID. RPT.		USE THIS SECTION IN LIEU OF PROPERTY REPORT IF NO GUN AND NO MORE THAN THREE ITEMS OF EVIDENCE.		LOC. EVID. BKD.	10.10.00 GIVEN? <input type="checkbox"/> Y <input type="checkbox"/> N	Preliminary Drug Test	SUPV./INV. OFCR. TESTING SERIAL NO.	WITNESS OFCR	SERIAL NO.		
ITEM	QUAN.	ARTICLE	SERIAL NO./TYPE TEST OF DRUG	BRAND/DRUG WEIGHT, UNITS	MODEL NO. / DRUG TEST RESULT		MISC.				
NARRATIVE USE THE FOLLOWING HEADINGS TO DOCUMENT ALL INFORMATION REGARDING THE INVESTIGATION: ADDITIONAL PERSONS INVOLVED (separated by type); SOURCE OF ACTIVITY; INVESTIGATION; ARREST; INJURY/MEDICAL TREATMENT; PHOTOGRAPHS; BOOKING; EVIDENCE; CANVASSING; ADDITIONAL; COLLISION SUMMARY; PROPERTY STOLEN/LOST/RECOVERED/DAMAGED; AND COURT INFORMATION. NOTE: ANY OF THESE HEADINGS MAY BE OMITTED IF NOT APPLICABLE. SEE FIELD NOTEBOOK DIVIDER - GENERAL REPORTING INSTRUCTIONS, FORM 18.30.00 AND FIELD NOTEBOOK DIVIDER - IR, FORM 18.30.01 FOR FURTHER INFORMATION.											
VICTIM INDEMNIFICATION INFORMATION (IF APPLICABLE)					IS ANY OF THE VICTIM'S PROPERTY MARKED WITH AN OWNER APPLIED IDENTIFICATION NUMBER? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, EXPLAIN IN NARRATIVE.						
APPROVAL AND REVIEW		SUPERVISOR APPROVING			SERIAL NO.	DIVISION	DETECTIVE SUPERVISOR REVIEWING			SERIAL NO.	
		DATE & TIME REPRODUCED			CLERK	DIVISION				CATEGORY	

GENERAL REPORTING INSTRUCTIONS

REPORT WRITING - Reports must be as comprehensive as possible so that a person without previous knowledge of the incident can completely understand it. All report narratives must be written in the **first** person and should be typed. When writing report narratives, the employee must type in **lower case** letters, capitalizing **only** when necessary. The report must be typed using single line-spacing only, however one space may be left between paragraphs.

Exception: When it is not possible to type, print in upper-case letters, using **black** ballpoint pen or No. 2 pencil.

- * Use simple sentences;
- * Leave a one-line separation between paragraphs;
- * Report all relevant facts concisely in chronological order;
- * Support any opinions with evidence;
- * Double check all numbers, incl. INC Nos., DR Nos., and page Nos. on each page of the report as required; and,
- * Obtain all required signatures.

REPORT NARRATIVES. The narrative portion for all types of investigations must be documented within each of the report heading categories as appropriate and in the order as listed below. All headings must be typed or written in uppercase block letters and underlined. If no pertinent information exists for a particular heading, document the reason (i.e., "None visible," etc). All reporting narratives must be written in the first person.

Exceptions: Certain headings may be omitted if not applicable to the type of investigation being documented. If the report qualifies as a Short-Form investigation, no headings or narrative are required with the exception of a detailed list of property stolen, lost, recovered, or damaged using the columns provided.

Note: The information included under each heading is not all-inclusive. Any information, which would further clarify or detail the circumstances surrounding the case, may be added. Except for the purpose of clarity, information already contained in other areas of the report does not need to be duplicated or re-stated.

When documenting the statement of an officer's investigative actions (see Investigative Action Statements), it is not necessary to re-write everything contained within the statement. Any information elemental to the crime and/or arrest must be briefly paraphrased with a reference indicating the statement in which the detailed information can be found.

Example - Officer Smith observed the handgun in the suspect's waistband. (See statement of Ofcr Smith, page 3.)

Officers are reminded that, at the time of arrest, arresting officers must have specific knowledge of all elements of the crime for which the suspect has been arrested. Officers should be able to articulate that knowledge, including how and when it was obtained, and must document it within the report narrative.

A. Additional Person(s) Involved.

[Heading may be omitted if not applicable.]
Ensure all other persons other than the victim and suspect involved in the incident are documented, including but not limited to witnesses and parents (if a juvenile is involved).

B. Source of Activity.

[This heading must be included.]
Ensure all pertinent information is included and accurate, including, but not limited to, the officer's unit assignment, name(s) and serial number(s), the type of call (i.e., radio call, citizen flag-down, officer observation, desk report, etc.), and the complete ten-digit incident number.

C. Investigation.

[This heading must be included.]
All elements of the crime or incident must be thoroughly described. Include all observations, clearly articulating the actions, demeanor, and/or behavior and statements of all involved participants. Circumstances regarding search and seizure must be clearly articulated. The investigation section must be used to build the fact pattern and document the investigating officer's specific training and experience in support of any determinations made and actions taken by the officer(s). Ensure the elements of probable cause described in this section are consistent with the elements described within the "Statement of Probable Cause" section of the Probable Cause Determination (PCD), if applicable.

D. Arrest.

[Heading may be omitted if not applicable.]
All events, from the time of arrest to the booking process, must be chronologically documented, including the Miranda Admonition and any subsequent responses, transportation, and the results of any criminal history, DMV, and want or warrant inquiries, etc. Any concerns or information pertinent to the investigation brought to the attention of the watch commander during the pre-booking interview must also be documented within this section.

E. Injury/Medical Treatment.

[This heading must be included.]

Document any pre-existing injuries, injuries sustained during the incident, and any injuries sustained resulting from an arrest or use of force. Document any lack of injuries if reporting a "Crime Against Person" and/or use of force. Document the location of treatment and treatment provided. Include the name of the doctor and the medical record number. If medical information release forms are signed, document the information under this heading and attach a copy to the report. If the arrestee refuses to sign a medical information release form, document the refusal and the names of any medical personnel who witnessed the refusal.

Due to confidentiality issues, when someone is given medical treatment for a specific medical illness (AIDS, high blood pressure, tuberculosis, etc.), not related to the arrest/crime, the illness *must* not be documented in the report unless it is an element of the crime (i.e., 647f P.C., 120291 H&S, etc.).

Note: Injuries include those that are visible and "complained of," even though not visible. If no injuries or complaints of injuries, write "None," or "No Injuries Complained Of."

F. Photographs.

[This heading must be included.]

Document any photographs taken of the scene, search warrant locations, and injuries (visible, complained of, or lack of). Document the type (Polaroid, digital, 35mm) and number of photographs taken, or the number of 35mm rolls of film used, the SID request number, and the name of the employee who took the photographs. If no photograph was taken, indicate the reason for not taking photographs or indicate as "Not Applicable."

G. Booking.

[Heading may be omitted if not applicable.]

Document the location where the arrestee was booked, the related booking charge (title and appropriate Code section), as well as the name and serial number of the watch commander who approved the booking. Include all pertinent information from events that occurred at the station during the booking process before the jailer accepted the arrestee. If the arrestee was debriefed, document who conducted the debriefing and where the information was documented, if not within the body of the narrative.

H. Evidence.

[This heading must be included.]

Fully describe the chain of custody of any evidence recovered, the location where the evidence was booked, and how it was marked. Each item should be numbered and correspond with items listed in

the related Property Report, Form 10.01.00.

Generally, the associated Property Report should only be a listing of the above evidence which is to be booked. Ensure a Receipt for Property Taken into Custody, Form 10.10.00, is completed and provided to the appropriate party, and the appropriate check box is marked on the face sheet of the report.

I. Canvassing.

[This heading must be included.]

Document the efforts to canvass the area for witnesses when applicable.

J. Additional.

[Heading may be omitted if not applicable.]

Any other pertinent information that has not been previously documented (i.e., location of parked vehicles, additional charges, notification of other entities, etc.) should be documented in this section.

K. Collision Summary.

[Heading may be omitted if not applicable.]

If a Traffic Collision Report (CHP 555) has been completed, the information documented within this section must be written exactly as it appears in the "Collision Summary" section of the Traffic Collision Report.

Note: Traffic Collision Report narrative instructions are located in the Department Traffic Manual.

L. Property Stolen/Lost/Recovered/Damaged.

[Heading may be omitted if not applicable.]

Document any property stolen, lost, recovered or damaged as a result of the incident that you are reporting.

Exception: If an Investigative Report qualifies as "Short Form," no narrative is required, only an itemized list of property stolen, lost, recovered or damaged need be completed using the columns provided.

M. Court Information.

[This heading must be included.]

For the purpose of streamlining the subpoena process, limiting the reduction of personnel in the field, and enhancing the quality of criminal cases, list the names of all officers involved in the investigation, the specific portions of the investigation each officer can testify to, any specialized expertise, the officer's division of assignment, and the officer's vacation period.

STATEMENTS.

- A. **Investigative Action Statements.** When completing a statement of the officer's investigative actions, the officer must complete only the shaded areas and the statement section of the Investigative Action/Statement Form, Form 03.11.20. The

officer's statement must be a detailed description of the officer's actions and observations including the source of the call, the officer's individual observations, and the officer's individual actions. If additional space is needed, a Continuation Sheet, Form 15.09.00, must be used.

B. Statements of Involved Persons. There is no requirement that the Investigative Action/Statement Form, Form 03.11.20, be utilized in every investigation for documenting the statements of involved persons, except murder investigations, or when the signature of the person interviewed is being sought.

Should the suspect make spontaneous statements, the statements must be included under the appropriate heading within the narrative portion of the report.

If the suspect has been advised of his/her Miranda Rights, per LAPD Form 15.03.00, Field Officer's Notebook, the Miranda Admonition and any response to the Admonition must be documented in any resulting report (Manual Section 4/202.10).

If only minimal information is sought, the Miranda Admonition (verbatim) and resulting statements may be documented in the narrative. If, however, a more detailed statement is sought, the Investigative Action/Statement Form should be utilized to document the statements obtained. Only statements not included on the Investigative Action/Statement Form need to be documented within the narrative portion of the report.

Note: When a suspect is arrested and a statement is obtained, the page number where the statement is recorded must be noted on the arrest face sheet in the space provided.

If the signature of the individual providing the statement is sought, the statement should be written in the first person. If no signature is sought, the statement should be written in the third person. In all cases, the interviewing officer must be responsible for documenting the statement(s) of the individual being interviewed.

The original completed Investigative Action/Statement Form must be included as a page of the original report.

Exception: Debriefing of suspects for intelligence purposes (not related to the investigation) must be documented on a separate Investigative Action/Statement Form. The debriefing statement must be forwarded to the Area Detectives and must not be included as a page of the original report.

Note: The Investigative Action/Statement Form is not always appropriate and its use should be

determined on a case-by-case basis by the investigating officer and/or supervisor.

Refer to Department Manual Section 5/03.11.20 for further information regarding the use of statements.

REPORTS REQUIRED. A crime report must be completed when it is brought to police attention that, within the City of LA, a felony has been or is believed to have been committed, or a misdemeanor has been committed.

Exception: a crime report is not required when:

- * No victim is indicated; or,
- * An officer acting as a decoy is the victim of a theft and the suspect is arrested; or,
- * Arson is suspected and the Fire Department assumes responsibility for the immediate investigation.

Note: The Combined Report Section on the Arrest Report, Form 05.02.00, may be used in lieu of a separate IR as per instructions on the Arrest Report Field Notebook Divider.

COURTESY REPORTS. Courtesy reports must only be taken when the following conditions exist:

- * The Person Reporting is an LA City resident; and,
- * Exigent circumstances exist (e.g., there is an active mutual aid task force in operation; travel distance to the concerned jurisdiction is extreme); and,
- * The concerned jurisdiction does not complete a telephonic report; and,
- * Prior approval is obtained from a supervisor or a detective.

Note: Courtesy reports must not be taken telephonically.

TELEPHONIC REPORTING. The following crimes may be reported telephonically when no unusual circumstances exist which require a field investigation:

- * Stolen vehicle when the Person Reporting (PR) is the Registered Owner or lessee, and the reporting officer has verified registration, ownership, and ID of PR through DMV files.

Note: Stolen vehicle reports must not be taken telephonically for rented vehicles.

- * B/TFV or Plain Theft, when property is less than \$3,000 and PR is the owner.
- * Grand Theft-Pickpocket, when suspect is not at the scene, there is no possibility of locating the suspect by a limited follow-up investigation by field personnel, AND the property is less than \$3,000.
- * Battery, when not likely to recur and no immediate MT required.
- * Lewd/Annoying Phone Call, when PR is in no immediate danger.
- * Any misdemeanor reportable on an IR when the offense is not directly related to a labor dispute and has no racial, ethnic, or religious connections.

- * Stolen Bicycle, when bike report is the only report required.

Note: A PR who requests a receipt must be advised that a Victim's Report Memo may be obtained at the station where the report was taken.

REPORT UNITS. Report Units must be requested when practical for report calls at contract hospitals, and for ADW or 211 report calls after determination that a report only is required **and a Report Unit is available**. The assigned Radio Unit must cause any required initial broadcast to be made.

Radio Units must not request a Report Unit if the suspect is apprehended, or the 211 victim is a bank, or it is impractical for the victim to remain at the scene.

SUBMITTING REPORTS FOR APPROVAL. Robbery, kidnap, and rape reports must be delivered without delay to the approving supervisor. An officer completing a vehicle report must immediately obtain a DR and must submit the report for approval at EOW or at the next routine trip to the station. Other reports will be submitted to a supervisor for approval as soon as practicable.

Note: Officers shall obtain a Division of Records (DR) number within **two hours** of determining that a Missing/Found Persons Investigation Report will be completed for **any** missing person (e.g., juvenile or adult).

CONDUCTING THE INVESTIGATION. After initial deployment procedures, officers should work as partners during initial investigations and compare notes to be sure that all the facts have been gathered.

- * Notify the investigating unit without delay if there is a need for an immediate major crime investigation. Start a Crime Scene Log if appropriate;
- * Protect the scene (e.g., Banner tape) - locate items that could ID suspects or show how the crime was committed;
- * Locate and identify witnesses, request them to remain for questioning, and question them separately;
- * Establish the elements of the crime and other details relating to who, what, when, where, why, and how; and,
- * Complete the necessary reports.

If an investigative or specialized unit takes over at the scene, the unit thus relieved must then:

- * Give the investigating unit all pertinent evidence & info;
- * Prepare an Investigative Action/Statement Form and provide it to the primary unit, if required;
- * Assist where necessary or requested;
- * Assist preparing appropriate reports for continuity of evidence or to assure complete and accurate reporting;
- * Make DFAR entries relating to disposition of call and ID of investigating unit relieving them; and,
- * Return to their prior assignment when no further assistance is required.

Note: If the area has not been canvassed and concerned investigating officers or specialized units respond to the scene and take responsibility for conducting the preliminary investigation then they will be responsible for canvassing the area.

ID OF SUSPECTS IN FIELD. If field ID of a suspect is necessary to determine if the suspect is the perpetrator, the victim or witness should be transported to the suspect. A suspect may be transported to a victim or witness for ID when:

- * Exigent circumstances exist that make it unreasonable for the victim or witness to be transported to the suspect; or,
- * Probable cause exists to arrest the suspect for the offense; or,
- * The officer obtains the free & voluntary consent of suspect.

An officer who intends to conduct a field show-up must inform the victim or witness that:

- * The person is in temporary custody as a possible suspect only;
- * The fact the person is in police custody does not indicate his/her guilt or innocence; and,
- * The purpose of the show-up is to either eliminate or identify the person as the perpetrator.

The above admonition must be included in the arrest report under the "Investigation" heading.

OUTSIDE AGENCIES RESPONSIBILITY. LAUSD, Port Warden, and the Los Angeles County Sheriff's Department (LASD) normally conduct the initial investigation of crimes occurring on their property, except complex felonies, crimes of violence involving use of a weapon, or property loss in excess of \$1,000 (\$10,000 if Port Warden). MTA conveyances must not be delayed unnecessarily to investigate an incident.

INTERVIEWS.

Student under 18 on school grounds - request detective. If none available and immediate investigation is necessary, explain the reason to the principal or vice principal and request permission to question the student at school or to take student from school for the purpose of questioning or arrest.

Female under 18 on sex matter - should be conducted by female police officer when practicable.

PHOTOS.

Victim of reported battery. If there are injuries that should be photographed, issue Victim's Memo and advise the victim to contact Photo Section, SID, to make an Appointment. Enter "Photos Advised" in narrative.

Female injury. If clothes are removed, another adult female must be present. Enter that person's name and address in the report.

Spousal Abuse. The reporting officer must have photos of any injury taken by SID. If Photo Section is not open, notify the Department Command Post.

NOTIFICATIONS.

- * **Abortions** - RHD.
- * **Bank 211** - Geographic detectives and RHD.
- * **Bomb threat at school**, if investigation reveals explosives may be present - SID, MCD, and DSVD.
- * **Counterfeiting** - CCD.
- * **Dead Body** - Geographic detectives.
- * **Deadly weapon injury**, if the wanted suspect possibly has an injury inflicted by a deadly weapon, or a person has been treated at a medical facility for an injury possibly inflicted by a deadly weapon, in addition to any other notification, phone to DSVD the:
 - * Name/description of wounded person, if known.
 - * Description of injury and type weapon used.
 - * Crime involved if known.
 - * Date, time, and location injury occurred.
 - * Description of wounded person's vehicle if known.
 - * DR of report.
 - * Reporting officer's name, serial no., and division.
 - * Name, address, and business phone of person treating injury.
- * **Espionage/Sabotage activity** - MCD (Terrorist & CCS).
- * **Extortion, depending on circumstances** - MCD, RHD, CCD, or geographic detectives (4/201.90).
- * **Explosives present** - SID and DSVD.
- * **Hijack** – RHD.
- * **Immediate investigation required** - Concerned investigative unit. If unavailable, DSVD for advice, then Department Command Post and/or RACR, if required.
- * **Intelligence information** - MCD (Organized Crime Section) if connected with organized crime. ATD if connected with:
 - * Unlawful disruption of public order by civil disobedience.
 - * Unlawful overthrow of constituted government.
 - * Threat to safety of US President or others under protection of US Secret Service.
 - * Threat to safety of any elected or appointed official or other person of public prominence.
- * **Narcotics stolen** - Area GIT/Field Enforcement Section.
- * **Property loss more than \$5,000** - Concerned investigative unit. If unavailable, and loss more than \$50,000, notify DSVD.
- * **Safe involved** - Geographic detectives and CCD. (Filing cabinets or fire chests are not considered safes even though equipped with combination locks.)
- * **Scientific investigation required** - (Notify by phone. Notify by radio only if immediate investigation required and phone not available.)
 - * OVB - Valley SID specific unit. If not available and request is for routine prints or photos - Van Nuys Desk. If not a routine request, notify SID or the Department Command Post and/or RACR, in that order.
 - * Harbor - Harbor Detectives or Harbor Desk in that order.
 - * Other Areas - SID.

Note: A telephonic request must be made by calling the desired unit directly and providing the DR

(except for explosives), unit making request, type of incident, type of assistance, location needed, and other pertinent information.

- * **Threats against public officials** - If City of LA official, notify MCD (CCS). If State official, in addition to completing the appropriate crime report:
 - * Notify MCD;
 - * Telephonically report the threat and surrounding circumstances to the Executive Protection Bureau, State Police, (213) 620-3216 (available 24 hours);
 - * Record date, time, and name of person notified in report; and,
 - * If related to Organized Crime, and urgency exists - reporting officer's field supervisor, and MCD.

INCIDENT NUMBERS. Enter the incident number in the upper right-hand corner of the IR. If multiple incident numbers have been created for the same call, enter the primary incident number to which all reports can be tied.

DR NUMBERS. When a report of any type has been assigned a DR and other reports of related incidents are made, they must bear the DR of the original report.

Exceptions: Each worthless document, each stolen vehicle, each license plate booked, and each missing person require separate DR numbers. Each burglary requires a separate DR (See Burglary Paragraph for exceptions). Each Vice or Narcotics Investigation requires a separate Vice or Narcotics DR; only a related Vice or Narcotics follow-up must bear that DR. Only a related Missing Person FU, Arrest, or Property Report must bear the Missing Person DR.

Location Obtained.

- * **Stolen/Lost vehicle/boat or license plate** - VIPU.
- * **All other incidents** - Area/division records unit.
- * **Vice** - CMRS.
- * **Narcotics** – CLEAR.
- * **RFC** - Use related DR. If none, records unit.

Entering On Report. Upon receiving the DR, enter it on the concerned report. When obtaining from VIPU, enter the name and serial number of the issuing employee and time obtained on the report.

INVESTIGATIVE REPORT

INVESTIGATIVE REPORT, Form 03.01.00. This form is used to document the investigation of crimes, lost property, Bicycle Investigations, Forgery and Identity Theft Investigations (previously documented on deactivated Worthless Document, Form 03.06.00).

Exceptions: Thefts/losses reportable on a Vehicle Report, Form CHP 180; crimes reported on a Combined Crime and Arrest Report, or lost animals (refer to nearest animal shelter).

The carbon copy of this form is used to provide related information to the person reporting.

MARSY'S RIGHTS CARD. The Investigative Report will be used to distribute the State of California - mandated Marsy's Rights Card to the victim(s) of any crime report. Officers completing any crime report on an IR must provide the victim(s) a Marsy's Rights Card. If the officer completes the report telephonically, they must mail, fax, or e-mail as an attachment, a Marsy's Rights Card to the victim. Officers must document whether a Marsy's Rights Card was provided to the victim(s) at the time of report or mailed, faxed, or e-mailed to the victim, by checking the Marsy's Rights Card checkbox on the face sheet of the IR or documenting it in the "Additional" heading of the IR (Department Manual Section 4/203.34 delineates more detailed mandated procedures).

BURGLARY. Burglary consists of: 1) the entry of any structure, 2) with the specific intent, 3) to commit any theft or felony. When these elements exist, the crime of burglary is complete the moment entry is made. It is not necessary that the entry be followed by an additional unlawful act.

A **structure** is a building, tent, vessel, railroad car, trailer coach, locked vehicle (either locked passenger compartment or locked vehicle trunk), aircraft, or inhabited housecar or camper. "**Inhabited**" means currently being used for dwelling purposes, whether occupied at the time of the burglary or not. Specific instructions for **Burglary From Vehicle** are provided in the B/TFV paragraph.

Reports & DR Nos. Each burglary requires a separate report and a separate DR number.

Exception. Only one report and one DR number are required when a series of burglaries are committed by the same suspect(s), at the same approximate time, and at a location primarily utilized for temporary lodging or storage (e.g., hotel, motel, safety deposit box, public storage facility). For reporting purposes, a business office or apartment is not considered temporary lodging or storage.

ROBBERY. Robbery consists of: 1) unlawful taking of the personal property of another, 2) from his/her person or immediate presence, 3) against his/her will, 4) by means of force or fear. When **force** is an element, it must be the additional force required to overcome even a slight degree of resistance by the victim. When fear is an element, it must be present at the time the offense occurred, and must be fear of immediate injury to the person or property of victim, victim's relative, or anyone in the company of the victim at the time the offense occurred.

Reports & DR Nos. Each robbery requires a separate report and separate DR number.

Exception: Only one report and DR number are required when multiple victims are robbed by the same suspect(s) at the same approximate time and location.

THEFT. Theft is: 1) the unlawful taking and asportation, 2) of the property of another, 3) with the intent to permanently deprive the owner thereof. To constitute theft, suspect must gain control over property. It needs not be taken from the owner - it may be taken from a person that possesses, controls, or has custody of it. Taking property **from the person of another** is grand theft person (487.2 PC). Theft of **more than \$400** constitutes grand theft (487.1 PC).

Fraudulent appropriation of property by a person to whom it has been entrusted is embezzlement.

Reports & DR Nos. Each occurrence of a theft requires a separate report and a separate DR number. For reporting purposes, the following incidents will be reported as a single occurrence.

*Funds or property which are misappropriated or embezzled over period of time from same victim by same suspect(s).

*All thefts which occur in the same immediate proximity or within same business, AND at same time by same suspect(s).

Exceptions: Theft from person requires a separate report and separate DR number for each victim. Theft of license plate require a separate report and separate DR number for each plate or set of plates.

See Vehicle Reporting Field Notebook Divider for **Property Missing From a Recovered Vehicles**.

FORGERY. Forgery is the signing of the name of another person or fictitious person, or falsely printing, altering, forging or counterfeiting any portion of a check, draft, money order, credit card, credit card sales invoice,

airline or transportation ticket, or prescription, or passing or attempting to pass the same (a.k.a. worthless documents).

Reports & DR Nos. Each victim of forgery requires a separate report and a separate DR number. Only one report and one DR number are required for multiple documents that are connected by the same account or identifying number to the same victim. If there are no other apparent connections between the checks other than the victim (different account numbers), a separate report and DR number are required for each check.

IDENTITY THEFT. Identity theft is the unauthorized use of another person's identifying information to obtain credit, goods or service. Victims of identity theft may be a person or business.

Reports & DR Nos. Each victim of an IDENTITY THEFT requires a separate report and a separate DR number.

Note: Even though a crime report of a related incident (e.g., checks taken in a burglary) has been taken and assigned a DR number, a separate DR number must be obtained for a forgery or identity theft report.

Exception: The Department no longer takes reports for Non-sufficient fund (NSF) or account-closed check cases. The only time that officers will conduct a NSF investigation is when an arrest has been made, which ordinarily arises as the result of a call for service. Prior to making an arrest for passing an NSF check, Commercial Crimes Division should be contacted for advice.

See revised Field Notebook Divider 18.36.01, Forgery & Identity Theft Investigation (previously entitled Worthless Document Investigation) for detailed reporting instructions related to these types of investigations and use of Forgery/Identity Theft Supplemental, Form 03.07.00 (replaces Worthless Document Investigation, Form 03.06.00, and Multiple Report -- Worthless Document, Form 03.06.02).

CRIMES AGAINST PERSON are reported on the IR, except when all arrestees are adult voluntary participants in 286, 288(a), 647(a) or (b). In those instances, no crime report is required.

Reports & DR Nos. Only one report is required when crime(s) against person is committed by the same suspect(s), at the same approximate time and location, and against a single or multiple victims. **A separate DR number must be obtained for each victim and listed prior to that victim's name.**

Exception: Only one report and one DR number are required for each occurrence of indecent exposure, or

when reporting an act(s) of child endangering, contributing, or injury inflicted upon spouse or person cohabitating with person of the opposite sex, involving same victim(s) and suspect(s), which occur at the same time or over a period of time.

Note: Where one family includes physically and/or sexually abused children and endangered children, one report will be completed with a separate DR number for each physically and/or sexually abused child, and one DR number for all remaining endangered children. The endangered children are listed at the beginning of the Narrative in the same manner as multiple victims of crime vs. person, except that the DR numbers are all the same.

If an arrest face sheet is completed on a victim placed in protective custody, e.g., a child abuse victim, that face sheet must not be used as a combined crime and arrest report. Use the suspect's arrest face sheet if there is only one victim, or if multiple victims, use an IR.

When, due to a large number of victims or crimes, it is impractical to list multiple victims on one report, separate reports may be completed with the approval of a supervisor.

CRIMES AGAINST PROPERTY. Crimes against property for which no specific report form is provided are reported on the IR. Specific rules for robbery, burglary, theft, & B/TFV are contained in other paragraphs on this divider. The below rules apply to miscellaneous crimes against property for which no other reporting rules are provided; e.g., arson, bomb threats.

Reports & DR Nos. A separate report and separate DR number are required for each victim.

Exception: All acts of vandalism involving the same suspects at substantially the same time and approximate location require only one report with one DR number, regardless of the number of victims.

CRIMES AGAINST PERSON AND PROPERTY.

Reports & DR Nos. When one victim is involved, all crimes which are the type reported on an IR, committed at the same approximate time and location by the same suspect(s), will be reported on one report with one DR number. When multiple victims are involved, each victim of a crime against person **and** property requires a separate report and a separate DR number.

BURGLARY/THEFT FROM VEHICLE. Theft from within a locked vehicle or locked vehicle trunk is BFV. Theft from an unlocked vehicle is TFV. The passenger compartment is considered locked when doors are locked and windows closed. Theft from under **unlocked hood or unlocked trunk** is TFV providing suspect does not force entry into vehicle to release a hood or trunk

latch. An attached **uninhabited camper or housecar** should be treated the same as a vehicle trunk for determining B/TFV. If inhabited, or attached to an outside power source and the vehicle wheels removed, it should be treated the same as residence.

Note: A vehicle is a device by which any person or property may be propelled, moved, or drawn upon a highway, except a device moved exclusively by human power or used exclusively upon stationary rails or tracks (670 VC).

LOST PROPERTY is reported on the IR, except losses reportable on a Vehicle Report, Form CHP 180, or lost animals (refer to the nearest animal shelter).

Reports required. Each occurrence requires a separate report. Losses occurring at the same approximate time and location by several victims are to be incorporated in one report.

DR No. Reports of related incidents made at the same time will bear the same DR number.

Exception: Each set of lost license plates requires a separate DR number.

Page ____ of ____. Page 1 of total number of pages in this IR. A Property Report, Form 10.01.00, used as an evidence continuation would be counted as the last page of the report.

Investigative Report of. Enter the word(s) describing the crime(s), rather than the Section number(s); e.g., Burglary/Rape. Do not include lesser included offenses. If loss, enter LOST PROPERTY. If theft, use the most descriptive term, and if appropriate, add grand or petty; e.g.:

- BUNCO - GRAND/PETTY
- DISHONEST EMPLOYEE - GRAND/PETTY
- EMBEZZLEMENT - GRAND/PETTY
- FORGERY
- IDENTITY THEFT
- PLAIN THEFT - GRAND/PETTY
- PICKPOCKET
- PROPERTY MISSING FROM RECOVERED VEHICLE (PMFRV) - GRAND/PETTY
- PURSESNATCH*
- SHOPLIFT - GRAND/PETTY
- THEFT FROM PERSON
- THEFT FROM PHONE
- TFV - GRAND/PETTY
- TILL TAP - GRAND/PETTY

*If a pursesnatch amounts to a robbery; i.e., if the force used is sufficient to overcome the victim's resistance, the report would be titled ROBBERY.

Investigating Division. Enter the detective division or GIT unit responsible for FU investigation of this crime.

Multiple DR Nos. on this report. Check if this report lists multiple victims of a crime against person. Refer to **Narrative** for related instructions.

Combined Evidence Report. Check if the IR is used in conjunction with a Property Report to book evidence. Refer to Booking Property FBD for related instructions.

DR No. Upon receiving DR number, enter it on the report and repeat it to the issuing employee. Further DR number instructions are under the various type crime paragraphs and on the General Reporting Instructions FBD.

Victim's Sex, Descent, Age, DOB, Occupation. If victim is a business, record this info as it pertains to the employee present during the crime, or if none, as it pertains to the PR (include if officer is PR).

Location of Occurrence. List exact address, including apt. or suite. If none, list as: rear 127 S. Hill St., S/W corner 32nd St. & Grand Ave.; etc.

In cases of death, unconsciousness, mental incapacity – in absence of other proof – location where victim is found. In cases of money-switch theft -

- *Location suspect first contacted victim. If unknown –
- *Location victim exchanged money with suspect. If unknown –
- *Location where victim obtained money.

In other instances when location is not known, use:

- *Location probably occurred – where victim was most exposed. If this can not be determined, use
- *Victim's address.

If location of occurrence is the same as victim's residence or business address already listed on the report, check the appropriate box, rather than repeating it. But always enter the Reporting District (RD).

RD. For reporting purposes, RD boundaries are the center of dividing streets, unless otherwise indicated on RD maps. If not in the City of L.A., enter "Outside."

Address/Phone/E-mail/Cell Phone. List both residence & business, if applicable. Include the City, Area Code, and where applicable, the phone extension. Include the e-mail address and cell phone no., if applicable. "X" the column to the right of the phone no. to indicate which location the victim can be reached during day hours. If victim is juvenile, list school & grade under business address.

Prints by Initial Investigator (Primary unit assigned). Check "Y" to indicate if an attempt was made to obtain latent fingerprints; check "N" if no attempt was made. Check "Y" if prints were obtained and "N" if none were lifted.

Clarify as necessary in Narrative; e.g., "Attempted to lift prints from counter and cash register - none obtained."

Date & Time of Occurrence. Use exact info if known (wit, silent alarm, etc.). If not known, use the shortest span of time that can be determined; e.g., 4-25-2007, 2000/4-26-2007, 0800; or 6-10-2007, 1700/1730.

Date & Time Reported to PD. Date & Time report is taken by interviewing officers.

Type Property Stolen/Lost/Damaged. General type of property.

03.04.00 Given. Check this box if a Victim's Supplemental Property Loss Report, Form 03.04.00, is provided to the PR. Remember, prompt reporting to detectives significantly enhances chances of recovery. Therefore, if it is a matter of the PR looking up an available serial no. or getting a picture of jewelry from another room, these descriptions should be included with the original report.

\$ Stolen/Lost, \$ Recovered, \$ Estimated Damage. Enter total dollar amounts involved in each category.

Notifications. Enter name & division of all persons notified. Use Narrative if necessary.

Connected Reports. Enter type & DR number of all connected reports. If the IR is also a combined evidence report, do not list the Property Report and DR number in this space since it is part of the IR. When an incident number is generated prior to the report, include that number in this space.

Case Screening Factors. When a thorough initial investigation results in all the check boxes under this heading being checked, "Short-Form" reporting applies. This Short-Form IR consists of completing all applicable items down through the PR's signature. Also, if any of the missing items are identifiable, all the property should then be itemized & described in the Narrative, using the columns provided. If any of the Case Screening Factors check boxes are not checked, the report must be considered a "Long-Form" and completed in its entirety.

Suspect/Vehicle not seen – Check if neither a suspect nor vehicle was seen.

MO not distinct – Check if MO is so common that it would not tend to identify this suspect as a perpetrator of other crimes of a similar nature.

Premises. If residence, business, or City facility, state specific type; e.g., single family, duplex, laundromat, fast foods, etc. if the crime is committed within or to a vehicle, enter "VEHICLE," followed by location at time of crime; e.g., "VEHICLE/STREET." If the crime occurred in conjunction with the victim's use of an Automated Teller Machine (ATM), state the specific location of the

ATM; e.g., bank, credit union, mall, department store, grocery store, convenience store, gas station, etc.

ATM. Check this box if the crime occurred in conjunction with the victim's use of an Automated Teller Machine (ATM). (Also, see "Premises" above.)

Entry. Complete this section on 459 or BFV only. Measure tool marks. Do not fit possible tools into marks.

Victim's Vehicle. Enter this description any time the victim's vehicle is involved in any way in the crime; e.g., BFV, Robbery/GTA, Rape.

MO. If Short-Form, enter a synopsis of the crime. If Long-Form, enter a synopsis of suspect's distinctive actions here and incorporate the MO into the Narrative. If the crime is a hijack, enter "HIJACK" here and refer to related instructions under **Narrative**.

Reporting Employee(s). Print this info, with officer completing the report on the top line.

Person Reporting. The PR should read and sign the report. If the PR is unable to sign or place a "mark" on the report, the reporting officer must make a notation to that effect.

When listing multiple victims of crime against person on one report, the primary victim (victim of most serious crime) should sign in this space. The other victims should sign after their victim info in the Narrative.

Or Received by Phone. Check to indicate if this report was taken telephonically.

Suspect's Vehicle. Enter all available info if the suspect's vehicle is involved in the crime. If victim's vehicle was used; e.g., Robbery/GTA, enter "VICT'S VEH USED" here and describe it in Victim's Vehicle space.

S-1, S-2. Complete these physical descriptions exactly as obtained from victim or witness, even if suspect is subsequently arrested and booked. List additional suspects in same sequence at the beginning of the Narrative.

*Name, address, DOB. Include AKA's, residence & business addresses & phones, if known. Use Narrative if necessary.

*Physical oddity. Include part of body. Fully describe tattoos.

*Weapon. Describe weapon even if suspect has not been arrested or seen. If unknown, put "Unknown"; if none, put "None". If several suspects used bodily force or verbal threats, use those descriptors where appropriate.

Involved Persons. Enter appropriate code in first column; e.g., W-1. Include sex, descent & DOB of all victims & witness. Include Area Code & phone extensions. Include the e-mail address and cell phone no., if applicable. (Additional victims of crime against person are not listed here. They are listed at the beginning of the Narrative due to the amount of info required in these cases.)

Include **juvenile victim's** parent info (& place of birth if age of victim is element of the offense).

If witness is **not a City resident**, enter a temporary local address in addition to regular address. If witness is leaving town list name/address of local relative/friend if available.

NARRATIVE. Unless the report qualifies as a "Short-Form," the Narrative must be structured utilizing the headings listed on the Form in accordance with Manual Section 4/203.01.

For guidelines on the content to be placed under each heading, see the General Reporting Instructions - Field Notebook Divider, Form 18.30.00.

If the report qualifies as a "Short-Form," no headings or narrative will be required with exception of a detailed list of property stolen, lost, recovered, or damaged using the columns provided.

List **multiple victims of crime against person** in the following order: DR number, type of crimes committed, victim's name, sex, descent, age, DOB, DL#, occupation, res/bus address/phone, which suspect committed this crime, and victim's signature.

If **hijack**, enter in the Narrative the:

- *Location first contacted by hijackers;
- *Approximate driving time before stopping to unload cargo;
- *Length of time to unload cargo;
- *Noises heard at time of unloading;
- *Length of driving time to "drop" location;
- *Mileage of truck at "drop" location;
- *Mileage at start of days run; and,
- *Indications tending to show suspect's familiarity with vehicle.

Note: The speed and time indicator should be booked as evidence if the truck is equipped with one.

If **medical treatment** is obtained for the victim, enter appropriate information; e.g., RA Unit #, hospital, patient #, Doctor's name, diagnosis & treatment. Attach the MT slip to the IR for forwarding to the investigative unit.

If **missing property** belongs to more than one victim, enter sub-heading "Property Taken From Victim 1,* followed by a description of V-1's items and a sub-total in the right-hand corner; then "Property Taken From

Victim 2," continuing Item Numbers in sequence (e.g., Items 5 through 9). Total the sub-totals at the end and enter that final total in the "\$ Stolen/Lost" box near the top of the report.

Victim's Indemnification Information. Inform victim (or member of victim's family) of crime of violence, of the existence of State indemnification program and of the CA & DA Victim/Witness Assistance Programs. **Do not advise them of their eligibility for indemnification**, merely notify them of the program. Details and phone numbers are on the victim's copy of the IR and Victim's Report Memo, Form 03.17.00. Enter in the space on the IR, the date, time, name, address & relationship of the person notified. If not notified, include in the Narrative any info that may aid the investigating officer in making this notification.

If the indemnification section is not used, cross out that heading and use the space for narrative.

Extra Copy To. Prior to the approval of a IR, the approving supervisor must indicate extra copy distribution (refer to the Distribution Guide) by entering the entity or checking the appropriate checkbox(es) in the left margin.

Firearm – Check if firearm stolen/lost to ensure that DSVD and R & I get an advance copy.

GOSD/GIT – Check if gang member involved as suspect or victim, or if report would provide any info relative to gang activities. If in doubt, check the box.

Narcotics Stolen – Check the box to ensure ND gets copy.

Security Services Division – Check this box if it is a City facility or stakeholder location covered by Security Services Division.

Shots Fired – See 4/244.

Use of Force – See 4/245

PR's Copy. Provide the PR with a copy of the report whether Short or Long-Form. If it constitutes a complete copy of the report (i.e., if it is a Short-Form without an itemization of the missing property in the narrative), so indicate by checking the box on the PR's copy beneath the PR's signature. Also enter the concerned detective's phone number in the paragraph titled "To Report Additional Info." (If the PR speaks only Spanish, enter the detective phone number on the reverse.)

Note: If information is to be entered on the bottom portion of the IR from "Suspect's Vehicle" on down, fold back the PR's copy so that the carbonless printing will not interfere with the preprinted victim instructions.